

Applied Engineering and Technology Directorate

Compensatory Time/Overtime Policy

April 30, 1998

Source Documents: GHB 3530.2 Pay Systems and Pay Administration
GSFC Expanded Flexible Work Schedule Policy
GSFC/GESTA Agreement – Articles 10 and 13
GSFC/AFGE Agreement – Article 7

The following AETD policy reiterates key Center policy regarding overtime and provides guidance for the approval of compensatory (comp) time and overtime pay. The Center has made several work schedule options available to its employees. The basic work schedule is a "flexitour" system which consists of 40-hour workweeks with 5 8-hour workdays. Under this system, the work day's start and end times are variable within specified limits. The expanded Flexible Work Schedule (FWS) system recently adopted by the Center is built around 80 hours per pay period. Under this system, the number of hours worked on a given day and within a given week are variable within specified limits. Under both systems, employees define, with supervisory approval, their basic work schedule. On an exception basis and with the supervisor's approval, absences during an employee's work schedule may be made up within the same work day (flexitour) or within the same pay period (FWS). Other than such exceptions, overtime is defined as time worked outside of an employee's normal work schedule.

Launch range operations often require employees to work extended hours or non-standard work shifts to ensure mission success. To support launch operations, a "First Forty" work schedule is often employed. Under this system, employees may be authorized to work extended hours within specified limits and overtime would be accrued for work time in excess of 40 hours in a given work week.

General Guidance:

- Overtime is to be assigned/approved in advance by supervisors. Where circumstances preclude this, retroactive approval is acceptable. If an employee's request for retroactive approval of overtime is denied, a written explanation for the denial must be

prepared, reviewed by the appropriate AETD Center Chief and the Director of or his designee, and provided to the employee.

- Overtime assignments will be distributed among employees as fairly and impartially as possible depending on the skills, abilities, and job-related knowledge required in the performance of the work. Supervisors will give consideration to an employee's request not to work overtime.

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- Current Federal regulations state that employees whose regular pay does not exceed that of a GS-10/Step 10 will be compensated by overtime pay when they work overtime unless they specifically request, in writing, comp time. The Center Chief may approve 20 hours or less of overtime pay in a given pay period. Requests for overtime pay in excess of 20 hours require Directorate-level approval.

Note: GSFC operates with multiple pay scales which are subject to periodic change. Currently the 10/10 rate on the standard scale is equivalent to a 9/9 on the special engineering scale and an 11/7 on the standard scale. When forwarding overtime approval forms to the Directorate Office, please provide both grade and step information for each individual.

- An employee whose pay does exceed the GS-10/10 salary is expected to take comp time when working overtime. Overtime pay will be considered for overtime incurred as a result of reimbursable work. Approval of overtime pay for employees whose pay exceeds the GS-10/10 level must be approved by the Director of or his designee.
- Compensation for overtime worked on holidays is always overtime pay, regardless of the employee's grade or salary.
- If comp time is not used by the end of the seventh pay period after being earned, an extension of seven additional pay periods may be approved by the Director of. The extension must be approved before the expiration of the initial seven pay periods. If not used

by the end of the fourteenth pay period after being earned, an additional extension of seven pay periods may be considered and, if warranted, approved by the Center Director. This second extension must be fully justified in writing and submitted through the Directorate and the Office of Human Resources to the Office of the Director.

- It is AETD policy that supervisors will work with their employees to ensure comp time is used in a timely manner to prevent its loss. Occasionally, situations arise where work requirements preclude an employee from fully using earned comp time within even the extended window. Provisions exist for the conversion of comp time to overtime pay within certain limitations. Requests for converting comp time to overtime pay will be considered by the Director or his designee on a case-by-case basis. A strong written justification will be required providing the reasons the comp time could not be used within the 21 pay period time frame allowed. Approval may be granted for converting all or a portion of the comp time in question to overtime pay.

- Supervisors are encouraged to:

- Manage the work to minimize the need for employees working outside of their normal work hours.

- Work with employees to ensure the flexibility of the FWS is fully exploited to meet both the employee's needs as well as work requirements while minimizing overtime.

- Work with employees to utilize the First Forty Tour of Duty as needed to meet program requirements while minimizing overtime.

- Work with employees to provide opportunities for the use of comp time in a timely manner.

[Original signed by]

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